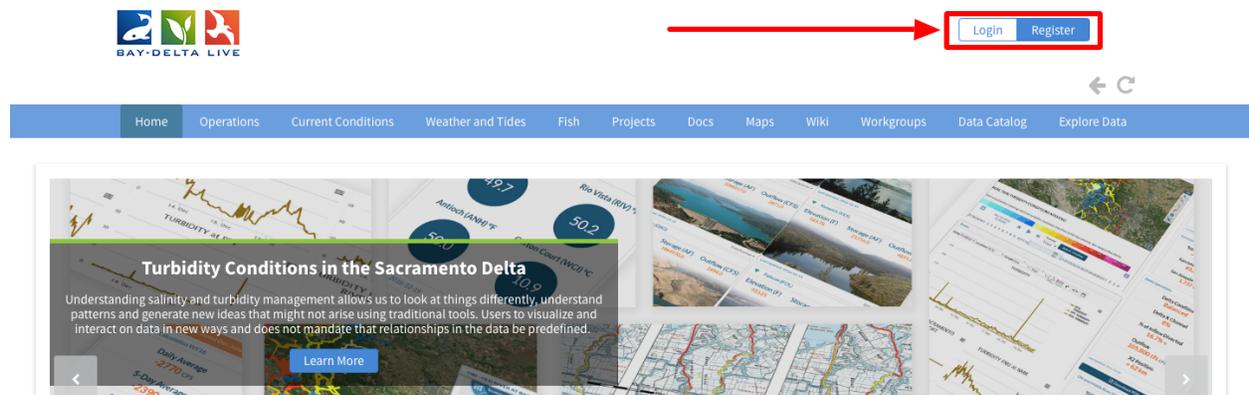


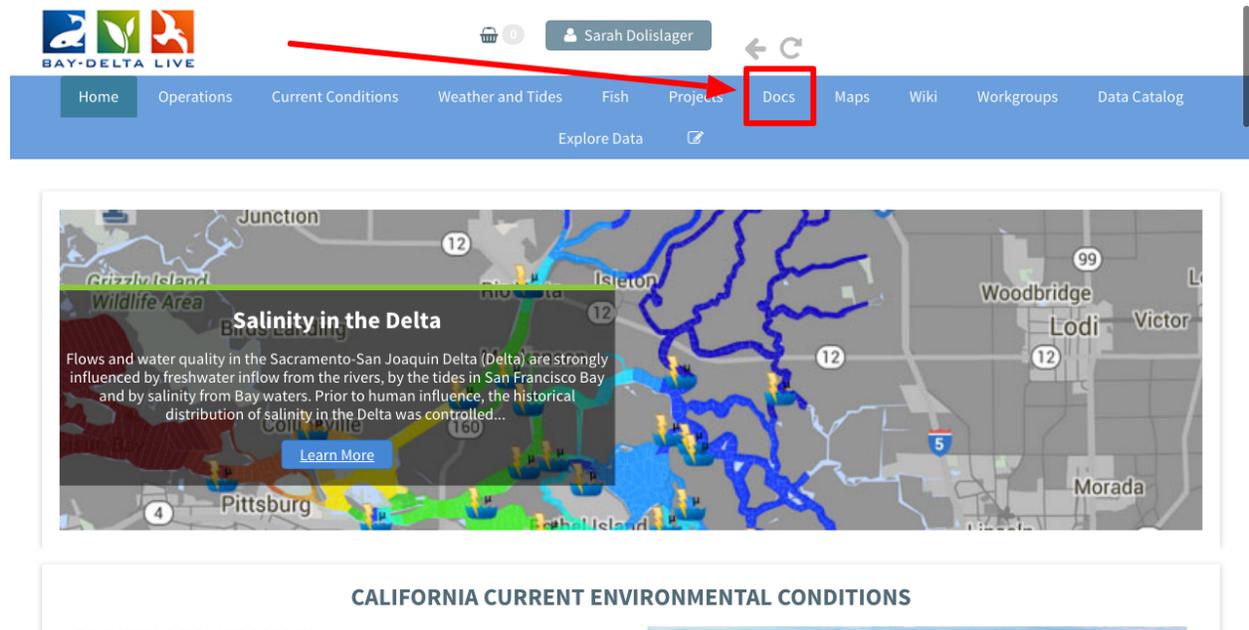


How to Search for Documents and Photos on Bay-Delta Live

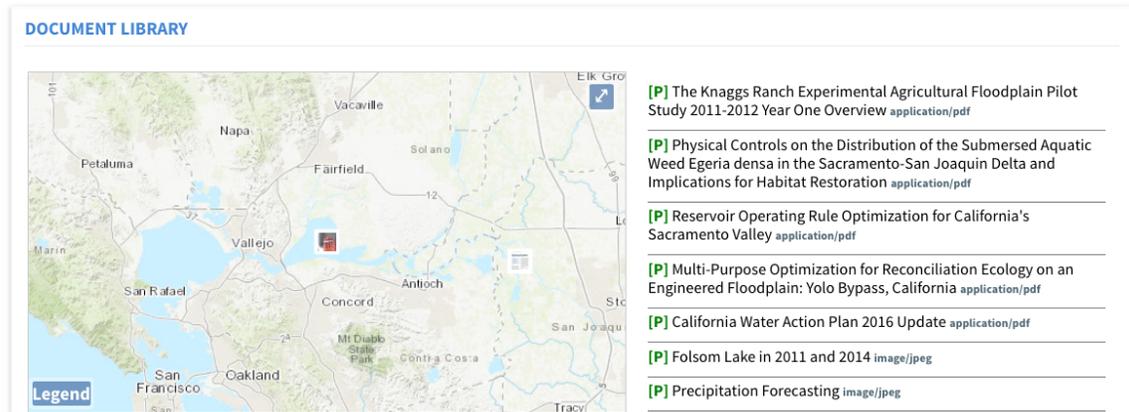
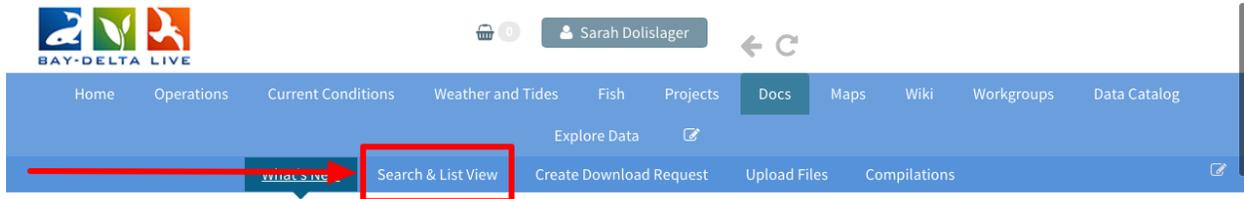
First, be sure you are logged in using the Login link at the top of the screen.



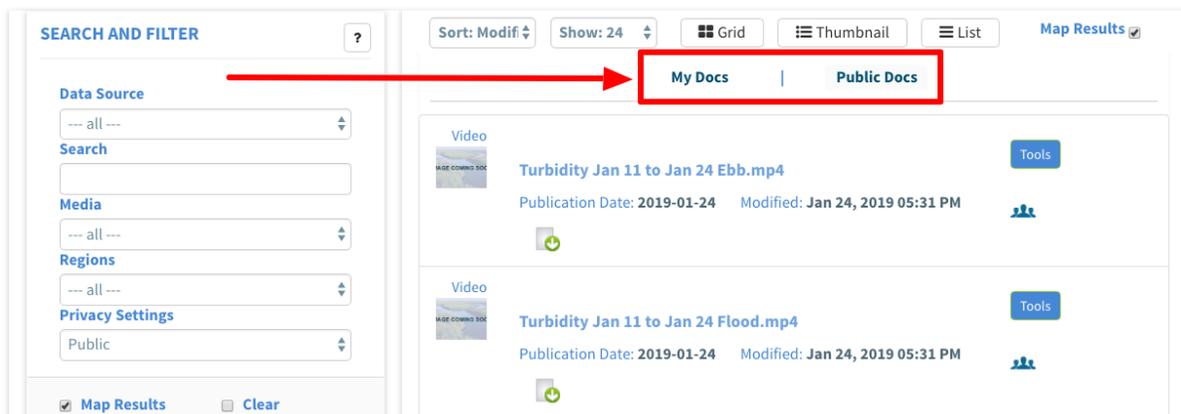
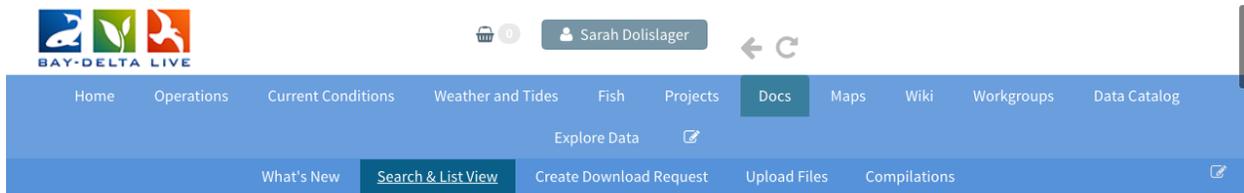
Once you are logged in, click on the “Docs” link in the top bar to go to the Document library.



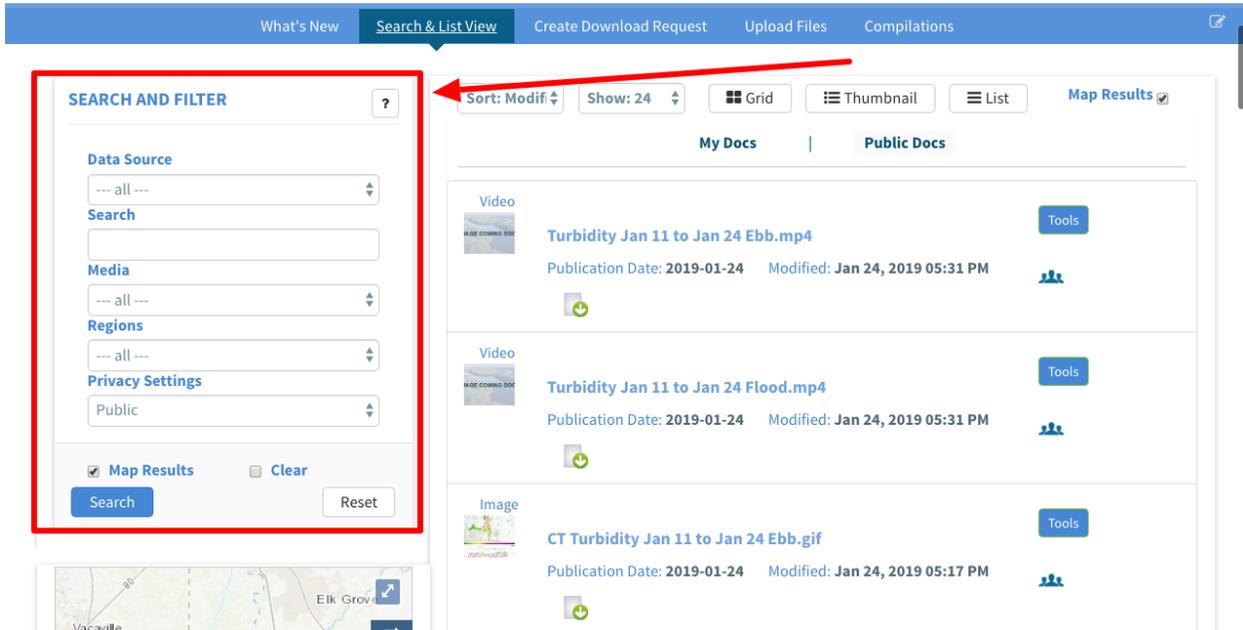
This brings you to the “What’s New” section of the document library. Click on “Search & List View” to view the full document library.



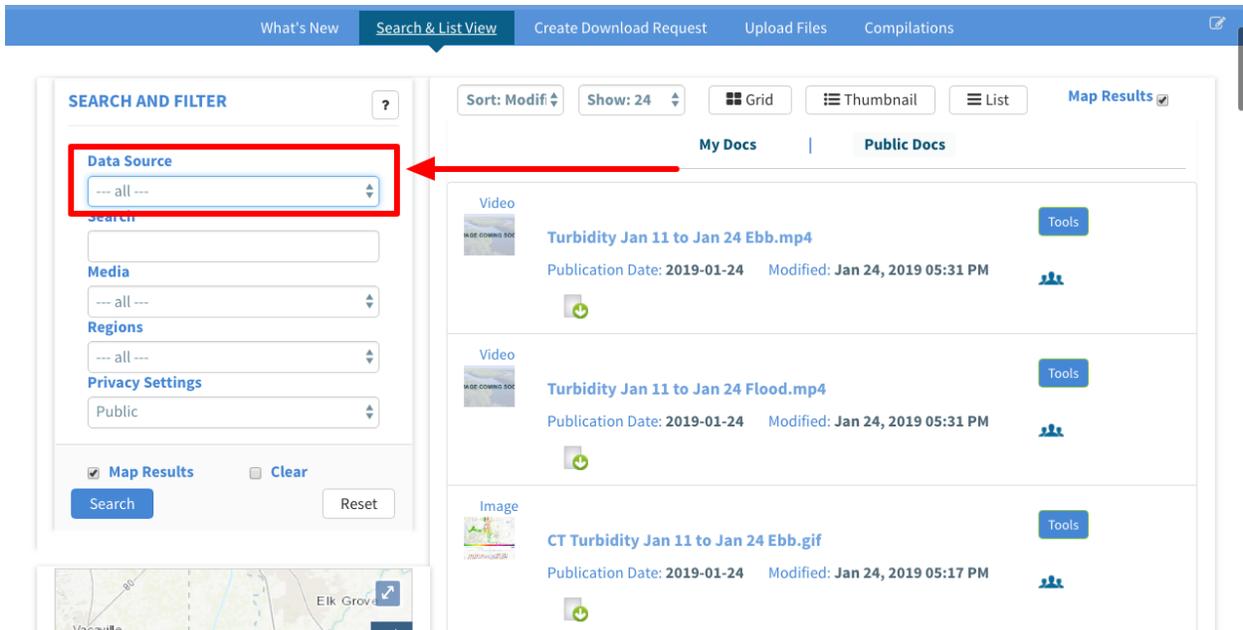
There are two sections here: My Docs and Public Docs. The files under My Docs are the items you designated as “private” in the settings. Public Docs include all documents designated as “Public” in the settings and can be viewed by all BDL users.



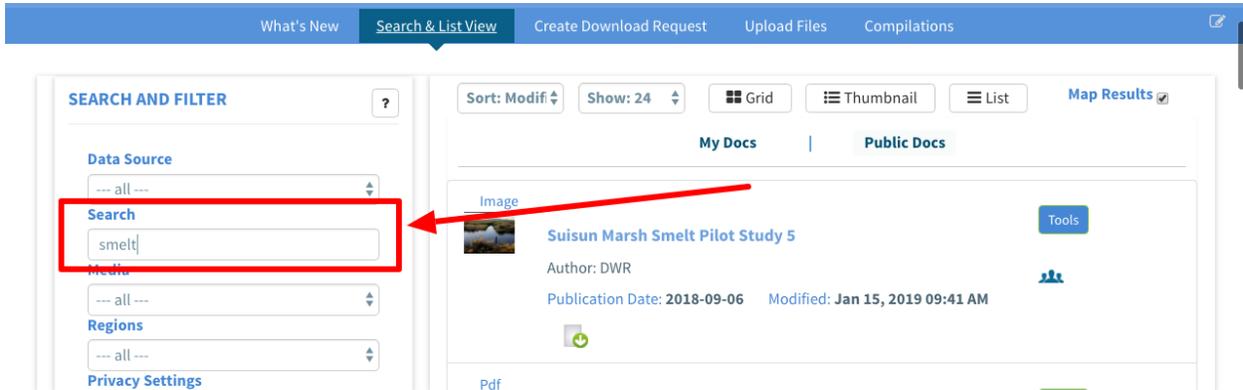
There is a search function on the left-hand side that helps you filter through items or locate documents with specific keywords.



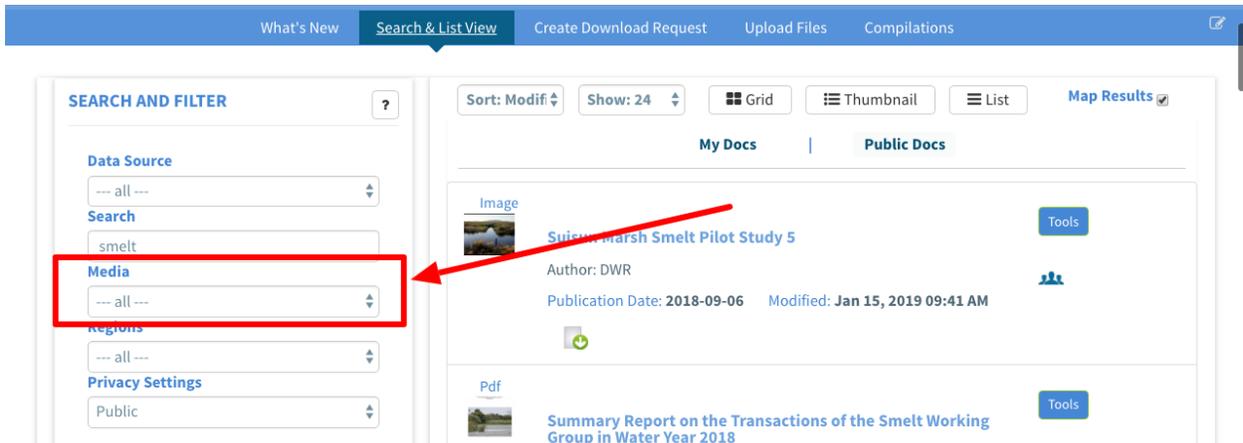
You can use the Data Source drop-down menu to select a specific source.



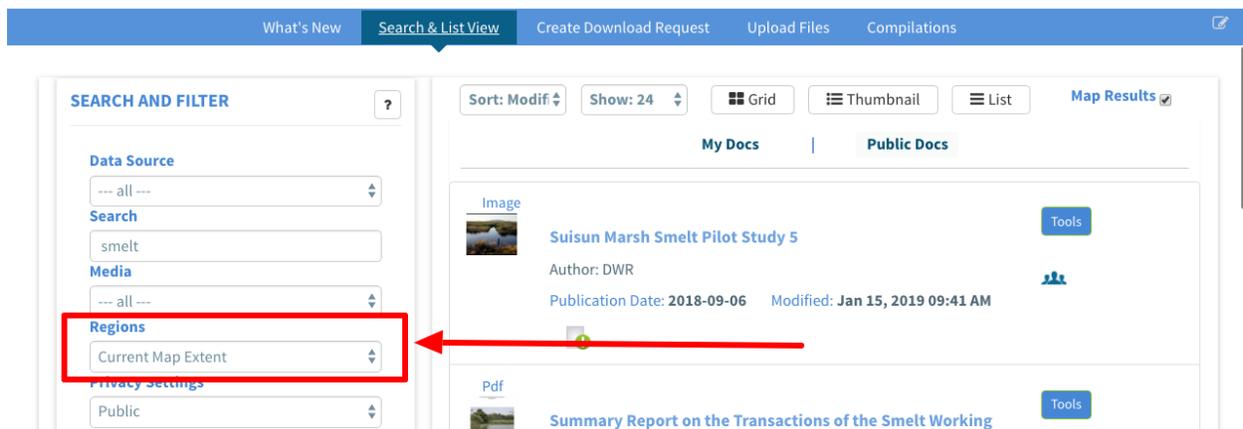
The Search box is a great tool to find specific files in the document library. You can enter any keywords, such as “smelt” or “Yolo Bypass” and then click the search button. The library to the right will adjust to only show files with the designated keywords or titles.



Another option in the built-in search function is the Media type. If you searched “smelt” but want to narrow it down to only images, select “Image” from the “Media Type” drop-down menu. The results will adjust.



You can get even more specific by choosing “Current Map Extent” from the Regions drop-down menu.



This choice correlates with the map function and you can keep the search to a more specific region.

The screenshot displays a web application interface with a search and filter sidebar on the left and a list of documents on the right. The sidebar includes sections for Data Source, Search (with a text input containing 'smelt'), Media, Regions (with a dropdown set to 'Current Map Extent'), and Privacy Settings (set to 'Public'). At the bottom of the sidebar, there are checkboxes for 'Map Results' (checked) and 'Clear', along with 'Search' and 'Reset' buttons. The main content area shows a list of documents under the 'Public Docs' tab. The documents are: 'Suisun Marsh Smelt Pilot Study 5' (Image), 'Summary Report on the Transactions of the Smelt Working Group in Water Year 2018' (Pdf), 'Delta Ecosystems Stressors: A Synthesis' (Report), 'Making the Delta a Better Place for Natives Fishes' (Pdf), and 'Water Year 2018 Juvenile Delta Smelt Incidental Take Determination' (Pdf). Each document entry includes the title, author, publication date, modified date, and keywords. A red box highlights the map function in the search filters, and a red arrow points from the 'Map Results' checkbox to the map.

SEARCH AND FILTER

Data Source
--- all ---

Search
smelt

Media
--- all ---

Regions
Current Map Extent

Privacy Settings
Public

Map Results Clear

Search Reset

Sort: Modif Show: 24 Grid Thumbnail List **Map Results**

My Docs | Public Docs

Image
Suisun Marsh Smelt Pilot Study 5
Author: DWR
Publication Date: 2018-09-06 Modified: Jan 15, 2019 09:41 AM

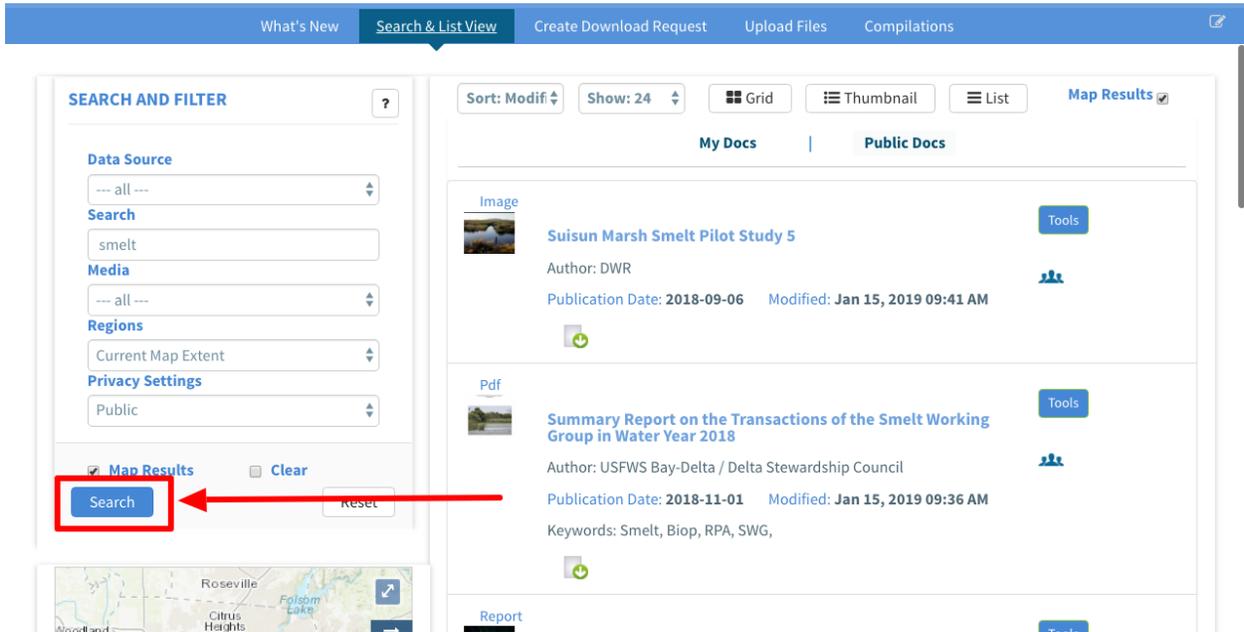
Pdf
Summary Report on the Transactions of the Smelt Working Group in Water Year 2018
Author: USFWS Bay-Delta / Delta Stewardship Council
Publication Date: 2018-11-01 Modified: Jan 15, 2019 09:36 AM
Keywords: Smelt, Biop, RPA, SWG,

Report
Delta Ecosystems Stressors: A Synthesis
Author: Delta Stewardship Council
Publication Date: 2018-03-23 Modified: Apr 06, 2018 11:03 AM
Keywords: Amendment, Delta Reform Act, Delta Plan

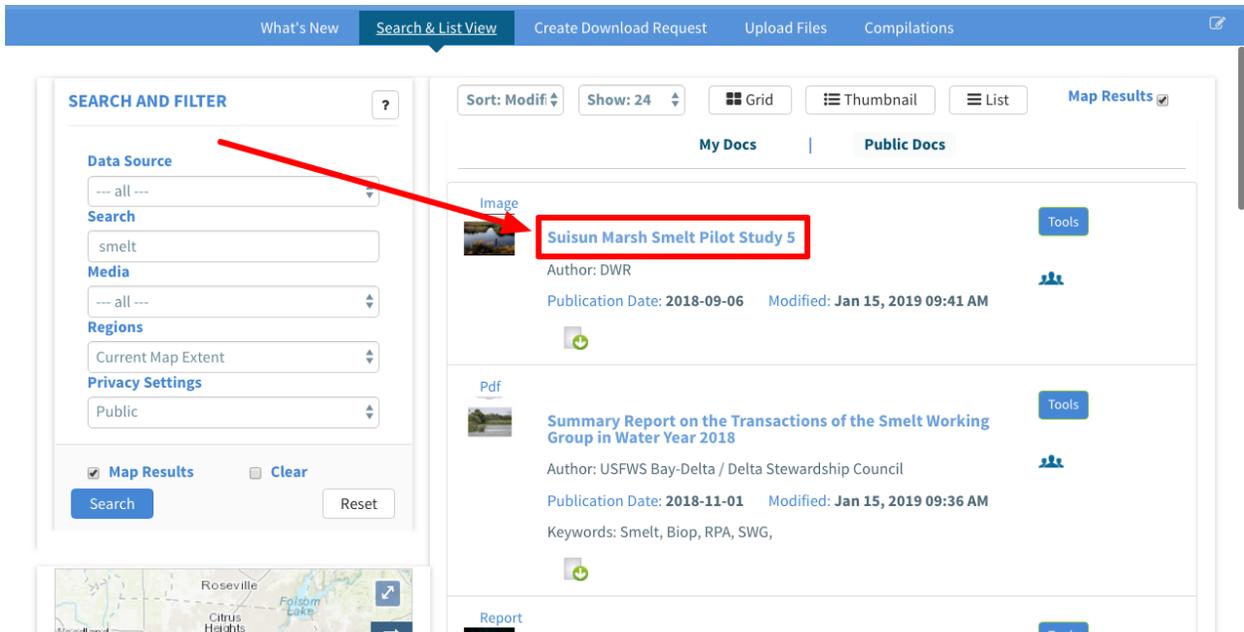
Pdf
Making the Delta a Better Place for Natives Fishes
Author: Peter B. Moyle, John Durand, and Carson Jeffres
Publication Date: 2018-03-01 Modified: Mar 30, 2018 02:47 PM
Keywords: EcoRestore, Delta, Restoration, Habitat

Pdf
Water Year 2018 Juvenile Delta Smelt Incidental Take Determination
Author: U.S. Fish and Wildlife Service
Publication Date: 2018-03-26 Modified: Mar 28, 2018 02:26 PM
Keywords: Delta Smelt, Salvage, RPA, ITL, WY 2018

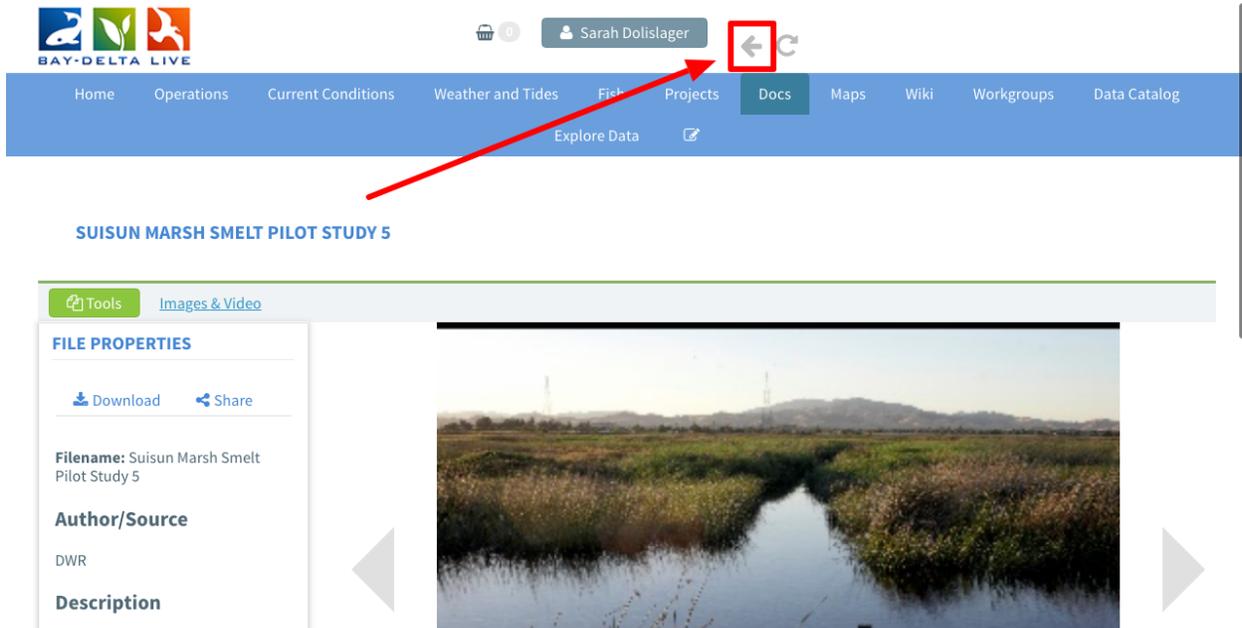
The results will adjust as you choose specific options from the drop-down menus, but if it doesn't you can click, "Search."



Once the results populate to the right, you can click on any of the items to open up the file.



If you click on an item and want to go back to your search results, use the back arrow located within the software rather than the browser back arrow.



This concludes the How to Find and Search Existing Photos, Videos, and Documents video tutorial.